



Justification Letter - SMRP 2026 Annual Conference

Instructions

1. Replace <Insert Date> with the current date and <Name> with your supervisor's name.
2. Enter your name and title.
3. Customize the benefits to align with your role and company goals.
4. Use the pricing below as an estimate (2026 pricing will be similar but not yet finalized).
5. Add your estimated travel and accommodation costs.

By following these steps, you can customize and use the template effectively to request approval for attending the SMRP 2026 Annual Conference.

2026 Registration Pricing:

- **Member Individual:** \$1,200 (Early Bird), \$1,400 (Regular)
- **Non-Member Individual:** \$1,380 (Early Bird), \$1,580 (Regular)
- **Member Group (6–19):** \$1,100 (Early Bird), \$1,300 (Regular)
- **Member Group (20+):** \$1,025 (Early Bird), \$1,225 (Regular)
- **Non-Member Group (6–19):** \$1,280 (Early Bird), \$1,480 (Regular)
- **Non-Member Group (20+):** \$1,205 (Early Bird), \$1,405 (Regular)
- **Non-Member + 1 Year Dues:** \$1,355 (Early Bird), \$1,555 (Regular)
- **Executive Member Individual:** \$1,175 (Early Bird), \$1,375 (Regular)
- **Executive Member Group (6–19):** \$1,075 (Early Bird), \$1,375 (Regular)
- **Executive Member Group (20+):** \$1,000 (Early Bird), \$1,200 (Regular)
- **Student Member:** \$175 (Early Bird), \$200 (Regular)
- **Student Non-Member:** \$200 (Early Bird), \$225 (Regular)

**Students are defined as: Individuals who are enrolled full-time in a program related to maintenance, reliability and physical asset management at a two or four-year accredited college or university. (i.e. engineering)*

Date: <Insert Date>

To: <Name>

From: <Your Name>

Subject: Request to Attend the SMRP 2026 Annual Conference

Dear [Name],

I am writing to request approval to attend the **SMRP 2026 Annual Conference**, taking place **September 28 – October 1, 2026, in Raleigh, North Carolina.**

The SMRP Annual Conference is the premier event for maintenance and reliability professionals, bringing together more than **1,200 practitioners** from across industries including manufacturing, oil and gas, mining, power generation, pharmaceuticals, and food processing.

More information: smrp.org/Events/Annual-Conference

Attending this conference will provide valuable opportunities to:

- Learn best practices and proven strategies in maintenance and reliability
- Explore new technologies and solutions in the exhibit hall
- Network with industry peers and experts
- Gain insights that can be directly applied to improve our operations

The conference includes multiple educational tracks, workshops, keynote sessions, and networking opportunities designed to support professional growth and organizational performance.

Estimated Cost

- Registration (estimated based on prior year): [Insert price]
- Travel (airfare): [Insert estimate]
- Accommodation (3 nights): [Insert estimate]
- Meals and incidentals: ~\$200

Total Estimated Cost: [Insert total]

I am confident that attending SMRP 2026 will provide practical knowledge and connections that will contribute to improving our team's performance and supporting our reliability goals.

Thank you for considering my request. I would be happy to share key takeaways with the team following the conference.

Best regards,
<Your Name>
<Title>
<Company>